

## DEPARTMENT OF BENEFIT PAYMENTS



July 25, 1974

ALL-COUNTY LETTER NO. 74-140

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: RESPONSIBLE RELATIVES PROGRAM

REFERENCE:

The attached computerized listing contains the names of all responsible relatives which you have converted to the Department of Benefit Payments via SSP 8 and SSP 9 forms. The listing is alphabetized by recipient's last name. Below each recipient's name is listed the responsible relatives, the recipient's social security number and an alpha suffix.

To the right of each relative's name is a space provided for you to enter a numerical figure of up to five digits, including cents. This figure should reflect the responsible relative's unpaid obligation for the period January 1974 through June 1974. This "back debt" amount will be entered into the Department's electronic data file and will appear on the responsible relative's future billing statement. Be sure to give the total amount uncollected for the six-month period January through June 1974. Be sure to include cents and a decimal point.

Two copies of the listing are included so that you may retain one copy for your records. This data should be completed and returned as soon as possible to Department of Benefit Payments, Responsible Relatives Office, Key Data Entry, 744 P Street, Sacramento, California 95814.

INSTRUCTIONS FOR RESPONSIBLE RELATIVE CHECKS RECEIVED

If, after you begin transmission of this "back debt" data you receive checks from responsible relatives for payment for any period subsequent to December 1973, return checks to the responsible relative. Please be sure to include

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Superseded by

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with the check a statement explaining this Department's assumption of the Responsible Relative Program and request that the responsible relative wait until he receives a billing statement (Form RR 1) for January through June liability before sending payment.

Sincerely,

A handwritten signature in dark ink, appearing to read "David B. Swoap", written over a faint horizontal line.

DAVID B. SWOAP  
Director

cc: CWDA

Attachment